

# Building Design and Construction Manual

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## PART A – POLICY AND PROCEDURES

### CHAPTER 1 - GLOSSARY

**Additional Services** are those required to augment the Basic services that are not customary on every project. The need for Additional services is dependent on the individual project and will change from project to project. Some of these services will not be identified until the project is underway.

**Agency** See Owner.

**Agency Architect/Engineer** is an employee of a state agency who possesses a valid Kansas license and serves as the Project Architect/Engineer for small Capital Improvement Projects. ([K.S.A. 75-1254](#)).

**Alternate Bid** is an amount listed on the bid form for the Contractor to add or deduct from the amount of the base bid.

**Alternative Project Delivery** is an integrated comprehensive design and construction process, including all procedures, actions, sequences of events, contractual relations, obligations, interrelations and various forms of agreement all aimed at the successful completion of the design and construction of buildings and other structures whereby a construction manager or general Contractor of building design-build team is selected based on a qualifications and best value approach. ([K.S.A. 75-37,142](#))

**Ancillary Technical Services** are services such as surveying, geological/soils/subsurface investigation, acoustics, HVAC testing and balancing, hazardous materials survey and abatement, building commissioning and any other testing and consulting services. ([K.S.A. 75-3784](#))

**As-Built drawings** are prepared by the contractor. They show in red ink, on-site changes to the original construction documents incorporated into the work and include all changes related to the bid specifications and related reports; and include addenda, field orders, change orders, construction change directives, and critical correspondence during construction.

**Basic Services** is the design work customary on a typical project to take an established building program, site and budget, and then develop the architectural design, engineer the building systems, produce construction documents, and perform construction administration for a single phase project. Basic Services include the design services customary on every project such as architectural, structural, civil, mechanical, and electrical engineering services.

**Bid Documents** are the detailed drawings, specifications and reports, and addenda defining the scope of the work and issued during the bidding process.

**Bidding Phase** begins when the code footprint, if required, is approved by DCC and the OSFM and the construction documents are completed and approved by the agency and DCC for distribution to Contractors. The bidding phase is a period of time established for the publishing of “bid-ready” construction documents and addenda to interested bidders and for interested bidders to request additional information and tour the project site.

**Capital Improvement Project** is a construction project for new construction, building additions, remodeling, demolition of existing structures, or rehabilitation and repair.

**Code Footprint** is a building and life safety code compliance document that contains both graphic and narrative information and that meets the requirements of ([K.A.R. 22-1-7](#)).

**Code Only** services are provided to projects not bid through DCC (i.e. in-house construction and on-call construction) and to projects funded without State Funds (i.e. endowment and private money).

**Commissioners** refers to the members of the State Building Advisory Commission.

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**Complexity Factor** is one (1) of five (5) levels of difficulty or complexity to be assigned to a project based on the building type. (See Part B – Chapter 3)

### **Complexity / Construction type Multiplier** for OFPM fees

Site / Utilities / Utilitarian / Equipment Replacement: includes all exterior work, exterior façade work, new doors (that don't affect egress) and windows, site work (i.e. parking lots, sidewalks, utility extensions) and building equipment replacement.

New Construction: a new stand-alone building.

Renovations or Additions: work that occurs within an existing building and/or adds square footage to a building.

Complex New or Renovation: projects of detailed and specialized character containing large amounts of complex scientific mechanical and electrical equipment requiring elaborate planning and execution and devoid of repetition.

**Construction Administration** is oversight of construction by the Project Architect/Engineer for conformance with the plans and specifications, including resolution of problems and discrepancies.

**Construction Budget** is established by the agency and approved by the legislature and represents the amount of funding available for construction of a Capital Improvement Project.

**Construction Documents** are the detailed drawings, and specifications defining the scope of the work for the design of the project.

**Construction Management At-risk Services** (CMAR) are the services provided by a firm, which has entered into a contract with the agency to be the construction manager or general Contractor for the value and schedule of the contract for a project. The firm is to hold the trade contracts and execute the work for a project in a manner similar to a general Contractor, and is required to solicit competitive bids for the trade packages developed for the project and to enter into the trade contracts for a project with the lowest responsible bidder therefore. Construction Management at-risk services may include, but are not limited to scheduling, value analysis, system analysis, constructability reviews, progress document reviews, subcontractor involvement and prequalification, subcontractor bonding policy, budgeting and price guarantees, and construction coordination. ([K.S.A. 75-37,142](#))

**Construction Management Services** may include detailed cost estimating; critical path method scheduling and monitoring; drafting contract documents for necessary phasing and grouping; drafting contracts and change orders; checking and approving shop drawings, color schedules, and materials; and full time inspections. ([K.S.A. 75-1265](#))

**Construction Services** refers to the process of planning, acquiring, building, equipping, altering, repairing, improving, or demolishing any structure or appurtenance thereto, including facilities, utilities or other improvements to any real property, excluding highways, roads, bridges, dams, turnpikes or related structures, or stand-alone parking lots. ([K.S.A. 75-37,142](#))

**Consultant** is an individual or firm that is contracted by the Project Architectural/Engineering firm to assist the Project Architect/Engineer in the delivery of professional services.

**Contract Documents** are the bid documents, construction contract, Notice to Proceed, change orders, all correspondence, substantial completion certificate, punch list, occupancy certificate, project completion certificate, and Contractor affidavit.

**DCC Architect/Engineer** is an employee of the Office of Facilities and Property Management who provides planning, architectural or engineering services to agencies on funded/unfunded Capital Improvement Projects. ([K.S.A. 75-1269](#))

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**DCC Inspector** is a DCC employee who inspects Capital Improvement Projects, ensuring construction is in accordance with approved code footprints, building codes, and accessibility laws. ([K.S.A. 75-1262](#)) The DCC Inspector also provides supplementary inspection services on negotiated and full service projects.

**DCC Project Number** is a six-digit number prefixed by an “A-”, used and issued by DCC for each Capital Improvement Project, gift projects, ancillary services project, miscellaneous studies/reports and additional services provided by DCC.

**Department of Administration (D of A)** shall have and exercise administrative functions of the state, in the manner as provided by law, in relation to various functions including but not limited to: accounting & fiscal matters, purchasing, personnel, maintaining records of state property, issuing warrants to be paid out of the state treasury, surplus property and building design and construction. ([K.S.A. 75-3707](#))

**Design-build (DB)** refers to a building construction project for which the design and construction services are furnished under one contract.

**Design-builder** is any individual, partnership, joint venture, corporation or other legal entity that furnishes the architectural or engineering services and construction services, whether by itself or through subcontracts. ([K.S.A. 75-37,142](#))

**Design, Construction & Compliance (DCC)** is a group within OFPM representing the Secretary of Administration in matters of code enforcement, building design and construction. This group is responsible for compiling and enforcing the Building Design and Construction Manual.

**Design Criteria Consultant** is a person, corporation, partnership, or other legal entity duly registered and authorized to practice architecture or professional engineering in this state pursuant to ([K.S.A. 74-7003](#)), and amendments thereto, and who is employed by contract to the agency to provide professional design and administrative services in connection with the preparation of the design criteria package for alternate delivery projects. ([K.S.A. 75-37,142](#))

**Design Development** consists of drawings and other documents to fix and describe the size and character of the projects as to architectural, structural, mechanical, and electrical systems.

**Design Team** is an architectural/engineering firm contracted with the State of Kansas and includes all consultants hired by the firm to provide design services for a state agency.

**Electronic documents** for DCC review are to be in .PDF or .DOC/.DOCX format sent on CD/DVD only.

**Evaluations** are used to rate the contractor's or project architect's/engineer's performance to a minimum set of preset standards. The goal of evaluations is to improve the quality of work by the contractor or project architect/engineer.

**Facility Conservation Improvement Program (FCIP)** is a program administered by the Kansas Corporation Commission ([www.kcc.state.ks.us/energy/fcip](http://www.kcc.state.ks.us/energy/fcip)) to fund projects such as new lighting technologies, boilers, chillers, and energy management controls.

**File Transfer Protocol (FTP)** is a standard network protocol used to copy a file from one host to another over the Internet.

**Firm** is an individual, firm, partnership, corporation, association or other legal entity, which is permitted by law to practice the profession of architecture, engineering or land surveying. ([K.S.A. 75-1251](#))

**Full Services** are services provided by DCC that exceed the minimum compliance reviews and cover all phases of design and construction, including: quality control check, full document review, full site inspections, full

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compliance review, bid document coordination, attend construction meetings and assist in resolving project issues. Reference Part A – Chapter 2 for the complete list of services provided.

**Joint Committee on State Building Construction (JCSBC)** is composed of five members of the Senate and five members of the House of Representatives. JCSBC's duties are to study all five-year capital improvement and facilities plans and capital improvement budget estimates; make recommendations on these five year plans to the Senate Ways and Means Committee and the House Appropriations Committee; monitor the progress of all Capital Improvement Projects or major repairs; and review all change orders greater than \$125,000. ([K.S.A. 75-1264](#))

**Kansas Licensure** is a professional license issued by the Kansas State Board of Technical Professions required by professionals intending to procure state work and used for sealing the contract documents. ([K.S.A. 74-7003](#))

**Kansas Register** is the **official** publication where all requests for architectural and engineering services for all state tax-funded building construction projects are announced.

The *Kansas Register* is published every Thursday by the Kansas Secretary of State. The *Kansas Register* is available for free on-line at [http://www.kssos.org/pubs/pubs\\_kansas\\_register.asp](http://www.kssos.org/pubs/pubs_kansas_register.asp) and is available in many libraries throughout the state.

Paper subscriptions to the *Kansas Register* may be obtained by contacting the Kansas Secretary of State on the internet at <http://www.kssos.org/>, by e-mail at [kansasregister@kssos.org](mailto:kansasregister@kssos.org), or by telephone at 785-296-3489.

**Large Capital Improvement Projects** are building construction projects whose total project funds exceed \$1,000,000. ([K.S.A. 75-1253](#))

**The Leadership in Energy and Environmental Design (LEED)** Green Building Rating System™ is a third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings. LEED provides building Owners and operators with the tools they need to have an immediate and measureable impact on their buildings' performance.

**Limited Services** are services provided by DCC that include: review and inspection for code, accessibility and life safety compliance and bid document coordination.

**Negotiating Committee** is comprised of three individuals or their designees. 1) the head of the state agency for which the proposed project is planned, 2) the head of the institution for which the proposed project is planned, and 3) the secretary of administration, or a person designated by the secretary, who shall act as chairperson of the committee. When the proposed project is not planned for an institution, the state agency head shall designate a second person in lieu of the head of an institution. ([K.S.A. 75-1251](#))

**Occupancy** is based on the compliance of all life safety, code and accessibility issues of the project outlined in Part A – Chapter 5.

**Office of Facilities and Property Management (OFPM)** is the Office in the Department of Administration responsible for assisting and supporting state agencies with building construction projects and with the operation and maintenance of Department of Administration owned buildings in the Capitol Complex.

**Office of the Kansas State Fire Marshal (OSFM)** shall adopt reasonable rules and regulations, consistent with the provisions of this act, for the safeguarding of life and property from fire, explosion and hazardous materials. ([K.S.A. 75-1510](#)). Visit the OSFM website at <http://www.ksfm.ks.gov/>.

**On-call Architectural or Engineering Services** are provided by Project Architects or Project Engineers for state agencies with small capital improvement project costs whose total project funds **do not** exceed \$1,000,000.

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**On-call Capital Improvement Projects** are building construction projects whose total project funds **do not** exceed \$1,000,000. ([K.S.A. 75-1253](#))

**Owner** is the State Agency who is responsible for the project programming and funding.

**Owner's Representative** is authorized by the Owner to act on the Owner's behalf for the project.

**Partial Occupancy** is based on the compliance of all life safety, code and accessibility issues for a specific area of the project outlined in Part A – Chapter 5.

**Program** is a document from the Owner outlining the project's objectives, constraints, spaces, spatial relationships, activities, functions, projected costs and schedule for construction of the project. Information such as topography, subsurface, utilities, landscaping, existing facilities, future uses, flexibility, expandability, equipment, systems, maintenance, site requirements, vehicular traffic, parking, delivery and pedestrian circulation may also be included. ([K.S.A. 75-1255](#))

**Procurement and Contracts (formerly Purchases)** is a group within the Department of Administration and is responsible for receiving and validating bids, and initiating the construction contract for building construction projects.

**Project Acceptance Record** is an official notification issued at various junctures of the project by DCC on behalf of the Department of Administration. It is issued when the code footprint is accepted, when the construction documents are accepted, when the fire alarm drawings are accepted, when the fire suppression shop drawings are accepted, when the occupancy certificate is approved, and when the permit to build is identified, as noted in Part A – Chapter 5, Code and Occupancy Requirements.

**Project Architect** is a firm contracted to provide professional architectural services for a specific Capital Improvement Project or for on-call architectural services, or is an individual employed by a state agency to provide architectural services on small projects. ([K.S.A. 75-1251](#))

**Project Architect/Engineer Fee Guidelines** is a tool developed in a matrix format to assist the Negotiating Committee and the design team to define and quantify the project design services and to establish a point of beginning to negotiate a fee for a project using criteria for: Cost/Complexity/Type (See Part B – Chapter 3).

**Project Completion** is when the construction is in accordance with the contract documents and all final paperwork has been approved by DCC.

**Project Engineer** is a firm contracted to provide professional engineering services for a specific Capital Improvement Project or for on-call engineering services, or is an individual employed by a state agency to provide engineering services on small projects.

**Project Manager** is an employee of any state agency, who possesses a Kansas license in the profession of either architecture or engineering and is responsible for facilitating building construction projects.

**Project Team** consists of the state agency representatives and the Project Architect/Engineer. On full or negotiated services, a DCC Architect/Engineer will also be part of the project team.

**Rebid** refers to when a project is being bid a second time without any revisions to the original bid documents.

**Record Documents** are prepared by the project architect/engineer and reflect on-site changes the contractor noted on the as-built drawings and include all changes related to the bid specifications and attached reports; and include addenda, field orders, change orders, construction change directives, and critical correspondence during construction.

**Rehabilitation and Repair (R & R)** is defined as routine, major, or emergency maintenance; restoration; replacement of fixed equipment; energy conservation; requests related to compliance with Americans with

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Disabilities Act (ADA); and code compliance projects, as well as projects needed to meet program requirements. Reference the definition of Capital Improvement Project.

**Revised** refers to when a project is being bid a second time with revisions to the original bid documents.

**Revised Rebid** refers to when a project is being bid a third time after the first bid was rejected and the second bid of revised documents was rejected. The revised bid documents from the second bid are re-issued as Revised Rebid.

**Schematic Design** is the preliminary design stage of a project where the Project Architect/Engineer shows the Owner several options for solving the project program.

**Secretary of Administration** is the head of the Department of Administration and oversees its organization and various functions as dictated by statute.

**State Agency** “includes any state institution”. ([K.S.A. 75-1251](#)) See definition of Owner.

**State Building Advisory Commission (SBAC)** “shall be composed of seven members” . . .” and shall be a part of the department of administration”. “The secretary of administration shall be a member and shall serve as chairperson”. The next member shall alternate between the head of the architecture program of Kansas State University and the University of Kansas. “The five remaining persons shall be appointed by the Governor”. “At no time shall more than 3 of the 5 members appointed by the governor be members of the same political party at the time of appointment.” At least one of the appointed members shall be a member of a building trades union and at least one shall be a member of an association of building construction Contractors. ([K.S.A. 75-3780](#))

**Statement of Qualifications (SOQ)** for professional services is DCC Form 050 – Professional Qualifications.

**Substantial Completion** is the date when all life safety, code and accessibility issues comply with Part B – Chapter 5 requirements and the Owner can occupy specific area(s) for their intended purpose or use; **and/or** is the date when all project warranties commence; **and/or** is the date when liquidated damages are no longer assessed.

**Successful Bid** is any bid that is awarded to a construction Contractor.

**Technical Specifications** are Divisions 1 through 49 instructing the Contractor of the specific construction materials, techniques and requirements required to meet the intent of the construction project.

**Type of Construction** is used as a factor in determining fees for Project Architects/Engineers. (see Part B – Chapter 3)

**Combined Construction** includes projects that are comprised of more than ten percent (10%) increase of square footage or renovation / remodeling work.

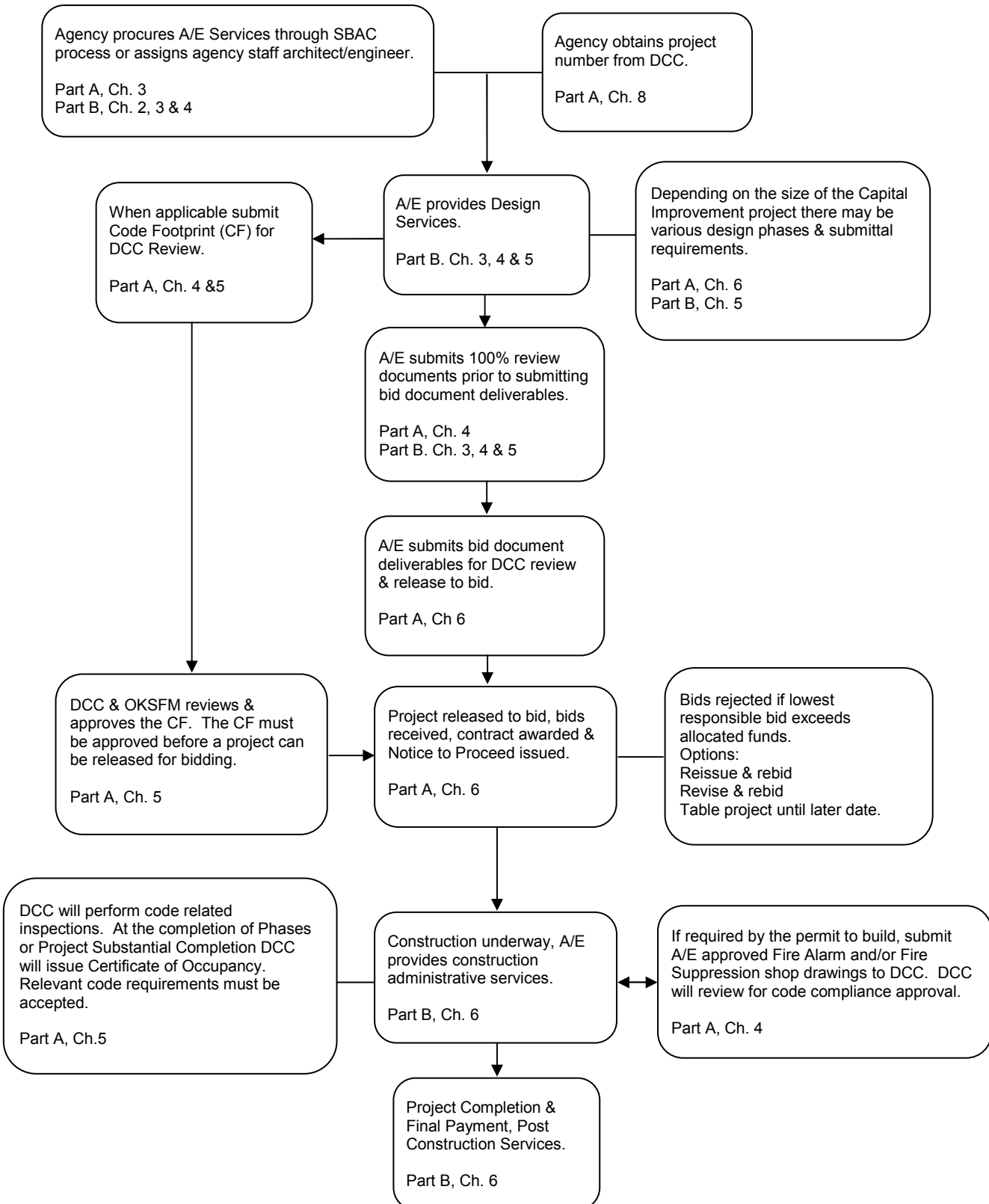
**New Construction** is the addition of square footage to a building or a new stand-alone building

**Renovation/Remodeling** includes projects that do not increase the square footage of a building or area.

“**Will**” and “**Shall**” are used interchangeably in this manual, as defined in The American Heritage® Book of English Usage 1996.

### END OF CHAPTER

**FLOW CHART FOR CAPITAL IMPROVEMENT PROJECTS**  
**(Required to bid through DCC Plan Room)**



### FLOW CHART FOR CAPITAL IMPROVEMENT PROJECTS (Not required to bid through DCC Plan Room)

